



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

SAMPLE PRIME

Phase I and II Consultant Evaluations

Evaluation Date: _____

Annual or Milestone Evaluation: _____

Type Evaluation: _____

Office: _____

Evaluator: _____

Prime Consultant: _____

PTB: _____

Item: _____

Route: _____

County: _____

Phase: _____ District: _____

Total Fee: _____

Description: _____

List Prime's Key Personnel:

John Doe Project Engineer

Prime's Overall Evaluation: _____

Prequalification Categories:

Highway Structural: Typical ☐

Location Drainage ☐

Rehabilitation

Fatal Flaws:

Did the submittals contain any of the following errors?

Significant structural deficiencies.

Failure to identify significant environmental impacts.

Substandard geometrics for the specified design criteria.

Inaccurate survey information.

Did the consultant:

Display inappropriate behavior in dealing with the public or other agencies?

Provide false information in the report documentation?

Cause the letting date or design approval to be delayed due to late submittals?

Rated By: _____

District/Bureau: _____

Rated Date: _____

Reviewed By: _____

Position: _____

Reviewed Date: _____

Concur: _____

DE: _____

Date: _____

Prime Consultant: _____

PTB: ____ Item: ____

Timeliness: _____

Comments on Strengths/Weaknesses in Timeliness:

Ratings of: ☐

N/A ☐

Excellent ☐

Good ☐

Satisfactory ☐

Needs Improvement ☐

Poor ☐

Completeness: _____

Comments on Strengths/Weaknesses in Completeness:

Quality & Accuracy: _____

Comments on Strengths/Weaknesses in Quality & Accuracy:

Cooperation & Project Management: _____

Comments on Strengths/Weaknesses in Cooperation and Management:

Public/Agency Coordination: _____

Comments on Strengths/Weaknesses in Public/Agency Coordination:

Innovation: _____

Comments on Strengths/Weaknesses in Innovation:

Project Administration Budget/Supplemental/Invoicing: _____

Comments or Strengths/Weaknesses in Project Administration Budget/Supplemental/Invoicing:

Comments on Consultant's Overall Performance